

ODISHA SPACE APPLICATIONS CENTRE (ORSAC)
Dept. Of Science & Technology, Govt. of Odisha
Plot No.45/48, JayadevVihar, Near Gopabandhu Academy of Administration
Unit-16, Bhubaneswar-751 023

SHORT TENDER NOTICE No. 08 / 2022

Sealed tenders are invited from the registered & eligible furniture suppliers / firms / Contractors having experience in supply and installation of Godrej make office furniture at ORSAC, Bhubaneswar. For details, please visit <http://www.orsac.gov.in> or in the above office for the tender papers.

CHIEF EXECUTIVE, ORSAC

ODISHA SPACE APPLICATIONS CENTRE (ORSAC)
 Deptt. of Science & Technology, Govt. of Odisha
 Plot No.45/48(P), Jayadev Vihar, Near Gopabandhu Academy of
 Administration, Unit-16, Bhubaneswar-751 023

Short Tender Notice No.08/2022

Sealed tenders are invited from the registered & eligible furniture suppliers / firms / Contractors having experience in supply and installation of Godrej make furniture as per the details mentioned below at ORSAC, Bhubaneswar:

Sl. No	Name of works	Approximate Quantity	Estimated cost (Rs.)	Cost of Tender paper (non-refundable) in Rs.	Period of supply
1	2	3	4	5	6
1	Office use Steel Rack (6'*36"*18)	09 nos.			
2	Office use Steel Rack (8'*36"*18)	07nos.			
3	Office use Almirah storwel plain (1981H*916W*486D)	04 nos.	3,96,410/-	2000/-	01 month
4	Office use Reception Table 2 ARC Decorative laminate top Office use	01 no.			

Non-transferable tender documents for supply/ installation of the items stated above will be available from office of the Odisha Space Applications Centre (ORSAC), Bhubaneswar on payment of Rupees mentioned in the above table towards cost of tender document. The tender document cost, which is non-refundable, is payable in shape of Demand Draft drawn on any Nationalized Bank having branch at Bhubaneswar favouring **Odisha Space Applications Centre, Bhubaneswar, Odisha**. This tender notice can also be accessed through Internet in the ORSAC website: <http://www.orsac.gov.in> and bid document can be downloaded. The downloaded bid document can also be used provided it is accompanied with a Demand Draft towards cost of the tender document. Tenderers interested to receive tender documents by

Registered Post should pay additional amount of Rs.200/- (Rupees One hundred) only. However, ORSAC will not be responsible for postal delays in delivery of the documents.

The Tenderers are required to furnish attested copies of GST registration certificate from the competent authority as applicable along with the tender.

The Tenderers are required to submit bid security declaration towards Earnest Money Deposit **(EMD)**.

The items conforming to required specifications are to be delivered to the consignee at ORSAC, Bhubaneswar.

The tenders should be submitted after due compliance with guidelines given in the tender documents. Tenders submitted in incomplete form shall be rejected outright.

The tender papers will be available for sale in the office of the ORSAC between 11.00 AM to 4.00 PM on Odisha govt. official working days till 06.07.2022 The sealed tenders will be received through Registered Post/Speed Post only till 1.00 PM on 07.07.2022 in office of the ORSAC. The tender will be opened at 3.30 PM on 07.07.2022 in presence of the Tenderers or their authorized representatives, if any.

ORSAC reserves the right to cancel any or all tenders without assigning any reason thereof.

**Chief Executive,
ORSAC**

Terms & condition

1. Tender received by post after the stipulated date and time mentioned above will not be considered. Further, no tenders will be received by hand or courier service.
- 2.. The rates quoted should be inclusive of all Taxes and the cost of transportation/installation at specific places etc..
- 3.The following documents should be furnished with the tender paper failing which the tender is liable for rejection.
 - a. Attested copy of valid Contractor/Firm Registration/ Authorized Dealer Certificates.
 - b. Attested copy of valid PAN Card and GST Registration Certificates
 - c. Original money receipt granted by ORSAC towards cost of tender paper
 - d. The bidders have to produce a declaration in support of the authenticity of documents including Bid Security attached with the tender paper.

(The original certificates shall be produced at the time of opening of tender, if required)

4. If the date of sale, receipt and opening of the tender as specified above happens to be holiday(s), then the process of sale, receipt and opening whatsoever will be shifted to immediate next working day at the same time and venue respectively without further notice. However, date of tender paper opening may be postponed as per the convenience of the authority by intimating all the concerned tenderers

through notice affixing to Notice Board / website of ORSAC.

5. The items should be new and unused and are to be delivered in good condition at ORSAC,

Bhubaneswar as mentioned in the tender.

6. The tender should be submitted as per the format attached at annexure.

7. The tenderers should file tender super scribing on the top of envelop/cover –

“Tender

for supply & installation of Godrej make furniture “

8. In case of any dispute between the Tenderers and ORSAC regarding interpretation of Tender

Document conditions, the decision of the Chief Executive, ORSAC shall be final and binding.

9. The undersigned reserves the right to reject any or all the tenders without assigning any

reason thereof. Any dispute in this matter will be settled up within Bhubaneswar jurisdiction.

ORSAC

Chief Executive,

FORMAT OF TENDER PAPER

Sl. No	Specification	Qty	Rate quoted in Rs. (in figure & words)	Remark
1	Office use Steel Rack (6'*36"*18)	09 nos.	.	
2	Office use Steel Rack (8'*36"*18)	07nos.		
3	Office use Almirah storewel plain (1981H*916W*486D)	04 nos.		
4	Office use Reception Table 2 ARC Decorative laminate top Office use	01 no		

The details of the enclosed bank drafts:

The details of the enclosed documents:

- 1.
- 2.
- 3.

Full name, address, phone No. of the tenderer-

(Full signature of Tenderer)